

**BY ORDER OF THE COMMANDER
36TH WING (PACAF)**

36TH WING INSTRUCTION 36-2801

12 FEBRUARY 2018



Personnel

**TEAM ANDERSEN
RECOGNITION PROGRAMS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing website at www.e-Publishing.af.mil for downloading

RELEASABILITY: There are no reliability restrictions on this publication

OPR: 36 WG/CCC

Certified by: 36 WG/CC
(Brigadier General Douglas A. Cox)

Supersedes: 36WGI36-2801,
29 June 2006

Pages: 23

This instruction implements AFPD 36-28, *Air Force Awards and Decorations Program* and AFI 36-2805, *Special Trophies and Awards* for 36th Wing and Team Andersen members. It establishes policies, procedures and provides recognition for outstanding military and civilian members who demonstrate exceptional duty performance, personal character, integrity, initiative, and effort to improve themselves, as well as enhance their unit's efficiency and effectiveness. Additionally, the program provides guidelines to recognize deployed-in personnel supporting Team Andersen's mission. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 37-123, Management of Records, and disposed of in accordance with Air Force Web-RIMS Records Disposition Schedule (RDS). Public Law 104-13, The Paperwork Reduction Act of 1995 and AFI 33-360, Volume 2, Content Management Program-Information Management Tool (CMP-IMT), affect this publication. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, Recommendation for Change of Publication; route AF IMT 847s from the field through the appropriate chain of command.

SUMMARY OF CHANGES

This rewrite updates and clarifies requirements and categories for the 36th Wing and Team Andersen awards. This document is substantially revised and must be completely reviewed.

1.	Overview.....	3
2.	Responsibilities.....	3
3.	Recognition Period and Award Timelines.....	5
4.	Award Categories.....	5
5.	Nomination Eligibility.....	6
6.	Grade and Unit Eligibility.....	7
7.	Nomination Procedures.....	7
Table 1.	Airman/NCO/SNCO- Predetermined Panels/ 36 WG/CCC.....	8
8.	Nomination Format.....	8
9.	Personal Interview Procedures.....	9
10.	Selection Board Compositions.....	9
11.	Board Evaluations.....	10
12.	Monthly Awards Program for Members Deployed To Andersen.....	10
13.	Team Andersen Best (TAB) Weekly Awards Program.....	11
Attachment 1— GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION		13
Attachment 2— SAMPLE MILITARY QUARTERLY AF FORM 1206		14
Attachment 3— SAMPLE OFFICER QUARTERLY AF FORM 1206		15
Attachment 4— SAMPLE CIVILIAN QUARTERLY AF FORM 1206		16
Attachment 5— SAMPLE MILITARY ANNUAL AF FORM 1206		17
Attachment 6— SAMPLE MILITARY SNCO ANNUAL AF FORM 1206		18
Attachment 7— SAMPLE MILITARY FIRST SERGEANT ANNUAL AF FORM 1206		19
Attachment 8— SAMPLE TEAM OF THE QUARTER AF FORM 1206		20
Attachment 9— SAMPLE VOLUNTEER AF FORM 1206		21
Attachment 10— BOARD MEMBER’S SCORE SHEET		22
Attachment 11— BOARD PRESIDENT’S MASTER SCORE SHEET		23

1. Overview

1.1. This publication is being established in order to provide a base-level program to recognize outstanding achievement and performance by assigned personnel. There are two levels of awards, 36th Wing (36 WG) and Team Andersen.

1.1.1. Team Andersen includes all units assigned to Andersen Air Force Base regardless of service affiliation. For the purpose of this instruction, all units are part of Team Andersen and will be classified as Mission Partners (MPs).

2. Responsibilities

2.1. The 36th Wing Commander (36 WG/CC) has final approval authority over all board recommendations:

2.2. The 36th Wing Vice Commander (36 WG/CV) will:

2.2.1. Determine board members for Company Grade Officer (CGO) selection boards.

2.2.2. Establish date, time, and location of CGO selection boards.

2.2.3. Manage the base civilian awards program through the Base Civilian Personnel Office's Civilian Personal Flight Support Section (36 FSS/FSMC).

2.2.4. Provide a list of civilian nominees and board selection results to the 36th Wing Command Chief's Executive Assistant (36 WG/CCCE) and 36th Wing Commander's Executive Officer (36 WG/CCE).

2.3. The 36th Wing Command Chief Master Sergeant (36 WG/CCC) will:

2.3.1. Manage the Recognition Program.

2.3.2. Publish a schedule of enlisted boards and board members.

2.3.3. Publish a schedule award ceremony committee chair and committee co-chair.

2.3.4. Schedule date, times and locations for board pre-brief.

2.3.5. Notify each group superintendent or tenant superintendent or their designee and the board presidents of dates, times and location boards will convene.

2.3.6. Ensure board members are briefed on procedures before the convening date. Provide the board president a list of all board members.

2.3.7. Review signed board president score sheet and all signed board members score sheets for accuracy and completeness.

2.4. The 36th Wing Command Chief's Executive Assistant (36 WG/CCCE) will:

2.4.1. Coordinate with 36 WG/CCC to determine dates of the Team Andersen Quarterly Awards Ceremonies and the Annual Awards Banquet.

2.4.2. Provide access to each nominee's package, prior to the board convening.

2.4.3. Coordinate with Public Affairs to announce the date, time and location of the quarterly or annual awards recognition ceremony/banquet. Ensure appropriate publicity is accomplished through the base news media, base bulletin, and provide a hometown news release to each award winner.

2.4.4. Serve as monitor on all matters pertaining to the overall Team Andersen Recognition Program.

2.4.5. Review signed board president score sheet and all signed board members score sheets for accuracy and completeness.

2.4.6. Procure awards for each winner and obtain appropriate engraving, validate award winner names with signed board president score sheet.

2.4.7. Review ceremony script, validate award winner names with signed board president.

2.4.8. Prepare congratulatory letters and certificates for signature by 36 WG/CC and 36 WG/CCC when applicable, validate award winner names with signed board president score sheet.

2.4.9. Extend invitations to civilian community distinguished visitors (DVs) for the Team Andersen quarterly and annual award ceremonies and banquet.

2.4.10. Contact all on and off-base organizations supporting the awards program, confirm their attendance/non-attendance.

2.4.11. Ensure Group Executives or Superintendents schedule their winners for photo appointments (two 8x10 color each). Post photos on the awards recognition boards.

2.5. The Board President will:

2.5.1. Contact each board member to notify them of the date, time and place the board will convene.

2.5.2. Ensure board members use the 36 WG score sheets to determine winner.

2.5.3. Score and rank the packages in case a tie occurs and to address any board member questions/concerns.

2.5.4. Ensure board members reconcile/rack and stack their own score sheets to prevent ties.

2.5.5. Collect and review all signed score sheets. Ensure all nominees were given a fair and equitable evaluation and then record/annotate on the Board President's Master Score Sheet.

2.5.6. Advise board members not to reveal the results of the board prior to the announcement at the awards ceremony.

2.5.7. Rank each nomination package on the Board President Master Score Sheet. The rankings provided will be solely based on the review of each package. *The board president's scores are only used as a tiebreaker, if required.*

2.5.8. Upload signed president score sheet and all signed board members score sheets to the 36 WG/CCC Awards Sharepoint site.

2.5.9. Serve as mentor to the Awards Ceremony Committee, attend all practices and final event.

2.6. The Awards Ceremony Committee will:

2.6.1. Pick-up continuity binder five weeks prior to awards ceremony or access documents needed from the 36 WG/CCC Sharepoint site.

2.6.2. Contact and confirm appropriate support from the Honor Guard, Public Address, Venue owning agency, Public Affairs, etc., for each event.

2.6.3. Provide experienced and vetted narrator by a Chief Master Sergeant (CMSgt).

2.6.4. Prepare the script and program for each event. Provide a draft of each for 36 WG/CCC review no later than 7 duty days prior to event.

2.6.5. Coordinate uniform/dress requirements, rehearsal times, and general information with all nominees and unit First Sergeants.

3. Recognition Period and Award Timelines

3.1. Quarterly awards periods are 1 January through 31 March (1st Qtr), 1 April through 30 June (2nd Qtr), 1 July through 30 September (3rd Qtr), and 1 October through 31 December (4th Qtr). The annual awards period is 1 January through 31 December.

3.2. Each Group will submit no more than one nomination per category to 36 WG/CCCE and courtesy copy the 36 WG/CCE via softcopy (e-mail), as applicable.

3.3. Quarterly nomination packages are due as stated in the Team Andersen Quarterly/Annual Awards Schedule memorandum which is distributed by the 36 WG/CCC.

3.4. Enlisted packages received after the suspense without prior approval/coordination with the 36 WG/CCC will be returned without action.

3.5. Officer/Civilian packages received after the suspense without prior approval/coordination with the 36 WG/CV will be returned without action.

3.6. Award winners will be announced at the Quarterly or Annual Awards Ceremonies.

4. Award Categories.

4.1. Airman of the Quarter/Year: Airmen in grades E-1 through E-4.

4.2. Noncommissioned Officer (NCO) of the Quarter/Year: NCOs in grades E-5 and E-6.

4.3. Senior Noncommissioned Officer (SNCO) of the Quarter/Year: SNCOs in grades E-7 and E-8 (excluding E-9s and E-9 selects).

4.4. First Sergeant of the Year: First Sergeants who have graduated from the USAF First Sergeant's Academy, awarded the 8F000 AFSC and are currently performing duty in the capacity of first sergeant. **NOTE:** The First Sergeant category will be an annual award category only.

4.5. Company Grade Officer (CGO) of the Quarter/Year: CGOs in grades O-1 through O-3.

4.6. Team Andersen Civilian of the Quarter/Year, Category I: Grades GS-1 through GS-6, WG-1 through WG-11, WL-1 through WL-5, WS-1 through WS-7, NF-I and NF-II, CC-1 through CC-5, NA-1 through NA-11, NL-1 through NL-5, and NS-1 through NS-7.

4.7. Team Andersen Civilian of the Quarter/Year, Category II: Grades GS-7 through GS-10, WG-12 through WG-15, WL-6 through WL-14, WS-8 through WS-13, NF-III, NA-12 through NA-15, NL-6 through NL-14 and NS-8 through NS-13.

4.8. Team Andersen Civilian of the Quarter/Year, Category III: Grades GS-11 and above, WS-14 and above, NF-IV, WL-15 and above, NL-15 and NS-14 and above.

4.9. Team Andersen Honor Guard Member of the Quarter/Year: Honor Guardsmen who have completed initial training and are active members of the Base Honor Guard.

4.10. Volunteer of the Quarter/Year: Any Team Andersen, civilian employee, spouse, family member or retiree is eligible. Please route the package through your host squadron and/or group.

4.11. Team of the Quarter/Year: Military or Department of Defense (DoD) civilian assigned to Team Andersen. In order to compete, the team must consist of between two and fifteen eligible candidates. Exception to policy requests should be routed to the 36 WG/CCC office for consideration.

4.12. Dormitory room of the quarter: Any eligible room on base.

4.13. Dormitory of the quarter: Saipan Hall, Rota Hall, Palau Hall, Tinian Hall, and Kosrae Hall.

4.14. Team Andersen Quarterly/Annual Award: Will be given when the winner is assigned to a MPs. This applies to the E-1 to E-4, E-4 (Noncommissioned or Petty Officer) to E-6, E-7 to E-8 and O-1 to O-3 categories only.

4.15. The 36 WG Annual military winners in Airman, NCO, SNCO, First Sergeant, CGO and Honor Guard will be nominated to 11 AF for PACAF annual award consideration. Only the Airman, NCO and SNCO are eligible to compete for the Air Force 12 Outstanding Airmen of the Year (OAY) Program (**Ref:** AFI 36-2805, *Special Trophies and Awards*). First Sergeant will compete for Air Force Sergeant Association (AFSA) First Sergeant of the Year Award. CGO will compete for PACAF CGO of the Year Award.

5. Nomination Eligibility

5.1. Military nominees with any negative quality force indicators at any time during the award period are not eligible. Example of negative quality force indicators include but are not limited to:

5.1.1. Control roster

5.1.2. Open or active UIF

5.1.3. Article 15

5.1.4. Under criminal investigation

5.1.5. Failed PT test, is non-current or did not meet PT standards.

5.1.6. Professional appearance and/or military image does not meet standards.

5.1.7. Enlisted members must have possessed an Air Force specialty skill level commensurate with grade, or have demonstrated outstanding performance in an approved retraining program during the award period.

5.2. Civilian nominees must meet performance standards, not have had disciplinary action(s) pending or taken during the award period and must have received an acceptable performance appraisal.

5.3. Nominees in the Quarterly and Annual categories must be assigned (i.e. not deployed or Temporary Duty Assignment (TDY)) to or associated with Andersen Air Force Base (AFB) for one-half or more of the nomination period. Deployed-in members are eligible for the monthly award program, see paragraph 11 for more information.

5.4. Members who deployed for more than half of the time period are considered on a case by case basis for eligibility under the Team Andersen Recognition Program. For example, members deployed to a location not possessing an awards program.

5.5. Personnel must have served in one of the applicable ranks or grades in paragraph 4.1. through paragraph 4.8 of this instruction.

6. Grade and Unit Eligibility

6.1. Nominees will be nominated and compete in the unit they were assigned in for the majority of the quarter/year and the rank or grade they possessed the majority of the quarter/year.

6.2. First Sergeants will be nominated by their unit to the group they are assigned to as of the nomination date and must have held the 8F000 Air Force Specialty Code (AFSC) for a minimum of 6 months during the award period.

7. Nomination Procedures

7.1. The 36th Mission Support Group (36 MSG), 36th Medical Group (36 MDG), 36th Maintenance Group (36 MXG), 36th Contingency Response Group (36 CRG), 36th Operations Group (36 OG), 36th Wing Staff Agencies (WSA), which includes 36th Comptroller Squadron may nominate one individual in each category to be considered by the quarterly and annual boards for the Andersen Recognition Program. **NOTE:** The 734 AMS Chief Enlisted Manager (CEM) or designated representative will manage the process for the MPs.

7.2. For the Team Andersen Award, groups/units will establish procedures to nominate and select winners in compliance with the guidelines established in AFI 36-2805 and this OI. Exceptions include but are not limited to conducting physical boards in conjunction with AF Form 1206s to determine winners within the group and squadron.

7.3. Nomination packages flow from individual squadron or unit selection boards, through group level boards (where applicable), and then to Team Andersen boards. MPs nominees will compete as a group before being eligible for the Team Andersen boards. Packages will be uploaded to the 36 WG/CCC Sharepoint Site. For permissions, please coordinate with the WG/CCCE.

7.4. Honor Guard Officer in Charge (OIC) / Noncommissioned Officer in Charge (NCOIC) will select and submit quarterly/annual winners and submit to WG/CCCE by suspense date.

7.5. Volunteer of the quarter/annual packages will be uploaded to the WG Sharepoint site by the Group/WSA and then reviewed by Team Andersen board chaired by the Airman and

Family Readiness Center (A&FRC). A&FRC will review packages and establish a winner, then submit to WG/CCCE.

Table 1. Airman/NCO/SNCO- Predetermined Panels/ 36 WG/CCC.

Airman/NCO/SNCO- Predetermined Panels/ 36 WG/CCC
Company Grade Officer Q/Y - 36 WG/CV
Civilian Of the Q/Y CAT I/II/III - 36 WG/CV
Team of the Q/Y – 36 WG/CCC
Honor Guard Member Q/Y - HG OIC/NCOIC
Volunteer Q/Y - 36 FSS/CC
Dormitory Room/Dormitory of the Quarter – WG/CCC/CCFs
First Sergeant of the Year – 36 WG/CCC

8. Nomination Format.

8.1. Submit nominations on latest available version AF Form 1206, *Nomination for Award*. **NOTE:** Entries on the AF Form 1206, *Nomination for Award* will address events which occurred during the award period only. Events listed outside the award period are disqualified.

8.2. Document each quarterly enlisted nomination in accordance with attachment 2, using 10 lines (including headings, with no added text after the headings) for quarterly submissions; and submit annual nominations in accordance with Outstanding Airmen of the Year nomination procedures for E-1 to E-8 categories, AFSA for First Sergeant of the Year Award category and PACAF CGO of the Year Award for CGO category, see attachment 5.

8.3. Document each quarterly CGO nomination in accordance with attachment 3, using 9 lines (including Headings, with no added text after the headings) for quarterly submissions.

8.4. Document each quarterly civilian nomination in accordance with attachment 4, using 14 lines (including headings, with no added text after the headings) for quarterly submissions; and annual nominations in accordance with PACAF Civilian of the Year nomination criteria.

8.5. Document each Team nomination IAW attachment 8, using 10 lines for quarterly submissions and 15 lines for annual submissions.

8.6. Document each Volunteer nomination IAW attachment 9, using 5 lines for quarterly submissions and 10 lines for annual submissions.

8.7. The use of an acronym legend on the AF 1206 for the Team Andersen Awards Program is prohibited, use clear and jargon free language.

8.8. The following headings will be used:

8.8.1. Job Performance in Primary Duty (for CGO/Enlisted), Job Knowledge and Duty Performance (for civilians).

8.8.2. Leadership and Followership (for CGO/Enlisted).

8.8.3. Whole Airman Concept (for Enlisted), Other Accomplishments (for civilians).
NOTE: Officers will not use this header.

8.8.4. The Team and Volunteer submissions does not require a heading.

9. Personal Interview Procedures.

9.1. If required by Higher Headquarters or as determined by the 36 WG/CCC members will meet a personal interview board unless unavailable due to TDY/deployment or scheduled leave. All absences must be pre-excused/pre-approved by the 36 WG/CCC. The personal interview board results will be included in the final scoring if all of the nominees are available to meet the board.

10. Selection Board Compositions.

10.1. The 36WG/CCCE will solicit president/board members from the schedule outlined in 36 WG Quarterly/Annual Awards Program Memorandum. Names of quarterly/annual board members are due by 1200 hours in accordance with the Team Andersen Quarterly/Annual Awards Schedule memorandum. The 36 WG/CCC will publish the schedule Quarterly/Annually. **NOTE:** For CGO/Civilian boards, please reference paragraph 2.2.

10.2. The boards are comprised of Field Grade Officers (FGO), General Officers (GOs), SNCOs, NCOs and civilians (WG/WS/GS-11) assigned to or associated with Andersen AFB and President/members are prescribed as follows:

10.2.1. Airman: One SNCO (minimum SMSgt) will serve as the Board President, and two SNCOs (E7) and two NCOs (E6) will serve as board members. **NOTE:** A CMSgt will preside over the Annual Awards Board.

10.2.2. NCO: One SMSgt will serve as the Board President, and 4 SNCOs (E7 or E8s) will serve as board members. **NOTE:** A CMSgt will preside over the Annual Awards Board.

10.2.3. SNCO: The 36 WG/CCC or designated representative will serve as the Board President and three CMSgts will serve as board members.

10.2.4. CGO: One Field Grade Officer (O4 through O6) from each group/mission partners.

10.2.5. First Sergeant of the Year: The 36 WG/CCC or designated representative will serve as the Board President and Group Superintendents will serve as board members.

10.2.6. Civilian: A chairperson in the grade of Major (O-4) or civilian GS/GM-12 or above, the Civilian Personnel Officer, and two group representatives in the grade of O-3 or O-4, civilian GS-12 or above, or a civilian supervisor in the grade of GS-11.

10.2.7. The Honor Guard OIC or NCOIC will follow established Honor Guard procedures.

10.2.8. Volunteer: The 36 FSS/CC will serve as the Board President and the A&FRC Volunteer Coordinator, A&FRC Section Chief, a CMSgt representative and a First Sergeant Representative will serve as board members.

10.2.9. Team: The 36 WG/CCC or designated representative will serve as the Board President and three CMSgt will serve as board members.

11. Board Evaluations.

11.1. CGO, SNCO, NCO, Airman, First Sergeants, Team, Volunteer and Civilian Category Board members will use the score sheet, attachment 10, to rate the individual nomination packages.

11.2. CGO, SNCO, NCO, Airman, First Sergeants, Civilian, Volunteer and Team score sheets are reviewed by the board president. All scores are recorded on the board president's master score sheet, attachment 11. When the board has concluded, the board president will upload results to the Awards Sharepoint Site to include the signed board members and president score sheets.

11.3. The Board President will present questionable entries to the 36 WG/CCC for disposition.

11.4. Award winner selection will be determined by merit rank order standing, with the final approval made by the 36 WG/CC.

12. Monthly Awards Program for Members Deployed To Andersen.

12.1. Award Categories:

12.1.1. Company Grade Officer (CGO): O-1 to O-3.

12.1.2. Senior NCO (SNCO): E-7 to E-8.

12.1.3. Noncommissioned Officer (NCO): E-5 to E-6.

12.1.4. Airman (Amn): E-1 to E-4.

12.1.5. Team of the Month: 2 – 15 personnel constitute a team.

12.2. Award Periods: Monthly.

12.3. Nomination Requirements:

12.3.1. Must be an AF members assigned to Andersen Air Force Base in a deployed-in (non-permanent party) status.

12.3.2. Served in one of the applicable ranks or grades at least half of the nomination period.

12.3.3. Meet quality force standards and presents a professional military image.

12.4. Nomination Procedures:

12.4.1. Each group (WSA, CRG, OG, MXG, MDG, and MSG) with deployed-in members may submit one nominee per category per month to 36 MXG Superintendent not later than the 8th day of the month following the award period. For example, September monthly awards are submitted by 8 October.

12.4.2. Each nomination package will be submitted on an AF Form 1206, not to exceed 6 lines. Bullets must pertain to the award period.

12.4.3. No headings are required; however, bullets should focus on actions, results, impact, etc., related to leadership, self-improvement and base or community involvement.

12.5. Selection Process:

12.5.1. Enlisted and team boards are AF Form 1206 only.

12.5.2. The board president will select voting board members (SNCOs) from each unit represented for the award period. Board members will provide feedback on the score sheet to the board president.

12.5.3. The board president will provide packages to board members. Members will score packages and return to the board president. Use of electronic board is encouraged.

12.5.4. CGO packages: Each squadron commanders (or designated rep) will serve as board members.

12.6. The 36 MXG Superintendent collects score sheets and converts the totals into a composite board ranking of the nominee. In the event of a tie, the president serves as the tie breaker.

12.7. Ceremony:

12.7.1. If deployment dates permit, the Wing Commander and Wing Command Chief Master Sergeant or designees will recognize the winners at the Wing Promotion and Recognition Ceremony.

12.7.2. If the deployment terminates prior to the wing ceremony, the announcement and award presentation is accomplished by the appropriate Group Commander.

12.7.3. Award winners receive a certificate signed by 36 WG/CC and 36 WG/CCC.

13. Team Andersen Best (TAB) Weekly Awards Program.

13.1. The weekly Team Andersen's Best Award recognizes outstanding performance of military and government employed civilian assigned or deployed to Team Andersen. Selected winners would not be considered for nomination within the same category for a 12 month period (1 January through 31 December).

13.2. Basic Qualification Criteria: Meet all quality force indicators listed above.

13.3. Nomination/Selection Criteria:

13.3.1. Each Group will only submit one nomination for the military/civilian Team Andersen's Best award category during their designated week.

13.3.2. Rotation is determined by 36 WG/CCC and a memo will be distributed yearly.

13.4. Specific responsibilities are as follows:

13.4.1. The Group Superintendent/Senior Enlisted Leader will:

13.4.1.1. Ensure all nominees meet the eligibility criteria established in policy letter.

13.4.1.2. Ensure information is properly formatted and submitted to the 36 WG/CCCE by 1200L Monday of the designated week.

13.4.2. The 36 WG/CCCE will:

13.4.2.1. Send out request for nominees to designated Group Superintendent.

- 13.4.2.2. Print out certificate for nominee.
- 13.4.2.3. Arrange for 36 WG/PA to meet 36 WG/CC & 36 WG/CCC at designation of the nominee.
- 13.4.3. WG/PA will: Meet the 36 WG/CC & 36 WG/CCC at designated location.

DOUGLAS A. COX, Brigadier General, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Adopted Forms

AF Form 1206, Nomination For Award

Abbreviations and Acronyms

AFSA—Air Force Sergeants Association

AMS—Air Mobility Squadron

CCE—Commander's Executive Officer

CCCE—Command Chief Executive Assistant

CGO—Company Grade Officer

CRG—Contingency Response Group

DoD—Department of Defense

DV—Distinguished Visitor

HSC 25—Helicopter Sea Combat 25

MPs—Mission partners

MSG—Mission Support Group

MXG—Maintenance Group

NCOIC—Noncommissioned Officer in Charge

OG—Operations Group

OIC—Officer in Charge

POC—Point of Contact

PTDY—Permissive Temporary Duty Assignment

WSA—Wing Staff Agency

WG—Wing

12 OAY—12 Outstanding Airman of the Year

36 FSS/FSMC—36th Force Support Squadron Civilian Personnel Flight

36 WG/CC—36th Wing Commander

36 WG/CCC—36th Wing Command Chief

36 WG/CV—36th Wing Vice Commander

69 RG, Det 1—69th Reconnaissance Group, Detachment 1

Attachment 2

SAMPLE MILITARY QUARTERLY AF FORM 1206

Figure A2.1. Sample Military Quarterly AF Form 1206.

NOMINATION FOR AWARD		
AWARD Team Andersen Quarterly Award	CATEGORY (If Applicable) Military	AWARD PERIOD DDMONYR-DDMONYR
RANK/NAME OF NOMINEE (First, Middle Initial, Last) SSgt/John E. Doe	MAJCOM, FOA, OR DRU PACAF	
DAFSC/DUTY TITLE As indicated above	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: XXX-XXXX & COMM: (XXX) XXX-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE As indicated above		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Col/Jane E. Doe/DSN: XXX-XXXX & COMM: (XXX) XXX-XXXX		
<p>SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)</p> <p>JOB PERFORMANCE IN PRIMARY DUTY: Describe significant accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impacted the unit and/or the mission. Show how the member developed or improved skills related to primary duties; e.g., formal training, Career Development Course enrollment or completion, On-the-Job Training, and so forth. Include results of Air Force, MAJCOM, and Numbered Air Force-level inspections and/or evaluations. Include awards received; e.g., NCO of the Quarter, Maintenance Professional of the Year, and so forth</p> <p>LEADERSHIP AND FOLLOWERSHIP: Define significant leadership and followership efforts outside the scope of primary duties in the unit or workplace. Describe efforts to train others, and the impact of the member's actions to create a caring, respectful and dignified environment. Include resource utilization efforts including time management, equipment, manpower and budget. Include actions to enforce or raise personal and professional standards, including fitness, dress and appearance, customs and courtesies and professional conduct standards</p> <p>WHOLE AIRMAN CONCEPT: Define the scope and impact of the member's effort to promote camaraderie, embrace esprit de corps, and act as an Air Force ambassador, including positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events. Include any off-duty education or other personal development; e.g., class, course, certifications, degree enrollment and/or completion, grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen</p> <p>Note: Mistakes noted from last years packages: - Top portion of 1206 incorrect (use the example above) - Heading errors (use the ones provided above) - Headings should always be in upper case (capitalized) - 30 typewritten lines (Annual ONLY) (including headers and headers are to stand alone from the bullets) - Bullets need to begin below headers - Check spacing within bullets and at the beginning of the bullet - Check for misspellings - Be consistent with abbreviations throughout 1206 - Do not list acronyms in the information portion of the 1206 - No Gender Specific - Proper verbiage should be "Airmen" vs males or females</p>		
AF FORM 1206, 20120926		
PREVIOUS EDITIONS ARE OBSOLETE		
FOR OFFICIAL USE ONLY (When filed in)		

Attachment 3

SAMPLE OFFICER QUARTERLY AF FORM 1206

Figure A3.1. Sample Officer Quarterly AF Form 1206.

NOMINATION FOR AWARD		
AWARD Team Andersen Quarterly Award	CATEGORY (If Applicable) CGO	AWARD PERIOD DDMONYR-DDMONYR
RANK/NAME OF NOMINEE (First, Middle Initial, Last) SSgt/John E. Doe	MAJCOM, FOA, OR DRU PACAF	
DAFSC/DUTY TITLE As indicated above	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: XXX-XXXX & COMM: (XXX) XXX-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE As indicated above		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Col/Jane E. Doe/DSN: XXX-XXXX & COMM: (XXX) XXX-XXXX		
<p>SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)</p> <p>JOB PERFORMANCE IN PRIMARY DUTY: Describe significant accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impacted the unit and/or the mission. Show how the member developed or improved skills related to primary duties; e.g., formal training, Career Development Course enrollment or completion, On-the-Job Training, and so forth. Include results of Air Force, MAJCOM, and Numbered Air Force-level inspections and/or evaluations. Include awards received; e.g., NCO of the Quarter, Maintenance Professional of the Year, and so forth</p> <p>LEADERSHIP AND FOLLOWERSHIP: Define significant leadership and followership efforts outside the scope of primary duties in the unit or workplace. Describe efforts to train others, and the impact of the member's actions to create a caring, respectful and dignified environment. Include resource utilization efforts including time management, equipment, manpower and budget. Include actions to enforce or raise personal and professional standards, including fitness, dress and appearance, customs and courtesies and professional conduct standards</p> <p>Note: Mistakes noted from last years packages: - Top portion of 1206 incorrect (use the example above) - Heading errors (use the ones provided above) - Headings should always be in upper case (capitalized) - 30 typewritten lines (Annual ONLY) (including headers and headers are to stand alone from the bullets) - Bullets need to begin below headers - Check spacing within bullets and at the beginning of the bullet - Check for misspellings - Be consistent with abbreviations throughout 1206 - Do not list acronyms in the information portion of the 1206 - No Gender Specific - Proper verbiage should be "Airmen" vs males or females</p>		

Attachment 4

SAMPLE CIVILIAN QUARTERLY AF FORM 1206

Figure A4.1. Sample Civilian Quarterly AF Form 1206.

NOMINATION FOR AWARD		
AWARD Team Andersen Quarterly Award	CATEGORY (If Applicable) Cat I,II,III	AWARD PERIOD DDMONYR-DDMONYR
RANK/NAME OF NOMINEE (First, Middle Initial, Last) RANK/FIRST MI LAST	MAJCOM, FOA, OR DRU PACAF	
DAFSC/DUTY TITLE DAFSC,DUTY TITLE OR N/A	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 315-XXX-XXXX/COMM: 671-XXX-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 00 SQ/OFFICE, UNIT XXXX, APO AP 0000000-0000 (must use mailing address to include correct ZIP+4)		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) RANK/FIRST MI LAST, DSN:31X-XXX-XXXX & COMM: XXX-XXX-XXXX		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) JOB DISCRPTION (NO MORE THAN 4 LINES) (NON-GRADED): JOB KNOWLEDGE AND DUTY PERFORMANCE (5): OTHER ACCOMPLISHMENTS(2):		

Attachment 5

SAMPLE MILITARY ANNUAL AF FORM 1206

Figure A5.1. Sample Military Annual AF Form 1206.

NOMINATION FOR AWARD		
AWARD 2017 12 Outstanding Airman of the Year Award	CATEGORY (If Applicable) AMN/NCO (use one)	AWARD PERIOD 1 Jan - 31 Dec 16
RANK/NAME OF NOMINEE (First, Middle Initial, Last) SSgt/John E. Doe	MAJCOM, FOA, OR DRU As indicated above	
DAFSC/DUTY TITLE As indicated above	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: XXX-XXXX & COMM: (XXX) XXX-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE As indicated above		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Col/Jane E. Doe/DSN: XXX-XXXX & COMM: (XXX) XXX-XXXX		
<p>SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)</p> <p>JOB PERFORMANCE IN PRIMARY DUTY: Describe significant accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impacted the unit and/or the mission. Show how the member developed or improved skills related to primary duties; e.g., formal training, Career Development Course enrollment or completion, On-the-Job Training, and so forth. Include results of Air Force, MAJCOM, and Numbered Air Force-level inspections and/or evaluations. Include awards received; e.g., NCO of the Quarter, Maintenance Professional of the Year, and so forth</p> <p>LEADERSHIP AND FOLLOWERSHIP: Define significant leadership and followership efforts outside the scope of primary duties in the unit or workplace. Describe efforts to train others, and the impact of the member's actions to create a caring, respectful and dignified environment. Include resource utilization efforts including time management, equipment, manpower and budget. Include actions to enforce or raise personal and professional standards, including fitness, dress and appearance, customs and courtesies and professional conduct standards</p> <p>WHOLE AIRMAN CONCEPT: Define the scope and impact of the member's effort to promote camaraderie, embrace esprit de corps, and act as an Air Force ambassador, including positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events. Include any off-duty education or other personal development; e.g., class, course, certifications, degree enrollment and/or completion, grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen</p> <p>Note: Mistakes noted from last years packages: - Top portion of 1206 incorrect (use the example above) - Heading errors (use the ones provided above) - Headings should always be in upper case (capitalized) - 30 typewritten lines (including headers and headers are to stand alone from the bullets) - Bullets need to begin below headers - Check spacing within bullets and at the beginning of the bullet - Check for misspellings - Be consistent with abbreviations throughout 1206 - Do not list acronyms in the information portion of the 1206 - No Gender Specific - Proper verbiage should be "Airmen" vs males or females</p>		

Attachment 6

SAMPLE MILITARY SNCO ANNUAL AF FORM 1206

Figure A6.1. Sample Military SNCO Annual AF Form 1206.

NOMINATION FOR AWARD		
AWARD 2017 12 Outstanding Airman of the Year Award	CATEGORY (If Applicable) SNCO	AWARD PERIOD 1 Jan - 31 Dec 16
RANK/NAME OF NOMINEE (First, Middle Initial, Last) MSgt/John E. Doe	MAJCOM, FOA, OR DRU As indicated above	
DAFSC/DUTY TITLE As indicated above	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: XXX-XXXX & COMM: (XXX) XXX-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE As indicated above		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Col/Jane E. Doe/DSN: XXX-XXXX & COMM: (XXX) XXX-XXXX		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: Describe significant accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impacted the unit and/or the mission. Show how the member developed or improved skills related to primary duties; e.g., formal training, Career Development Course enrollment or completion, On-the-Job Training, and so forth. Include results of Air Force, MAJCOM, and Numbered Air Force-level inspections and/or evaluations. Include awards received; e.g., NCO of the Quarter, Maintenance Professional of the Year, and so forth		
WHOLE AIRMAN CONCEPT: Define the scope and impact of the member's effort to promote camaraderie, embrace esprit de corps, and act as an Air Force ambassador, including positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events. Include any off-duty education or other personal development; e.g., class, course, certifications, degree enrollment and/or completion, grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen		
<p>Note: Mistakes noted from last years packages:</p> <ul style="list-style-type: none"> - Top portion of 1206 incorrect (use the example above) - Heading errors (use the ones provided above) - Headings should always be in upper case (capitalized) - 30 typewritten lines (including headers and headers are to stand alone from the bullets) - Bullets need to begin below headers - Check spacing within bullets and at the beginning of the bullet - Check for misspellings - Be consistent with abbreviations throughout 1206 - Do not list acronyms in the information portion of the 1206 - No Gender Specific - Proper verbiage should be "Airmen" vs males or females 		
<p>AF FORM 1206, 20120926</p> <p style="text-align: center;">PREVIOUS EDITIONS ARE OBSOLETE</p> <p style="text-align: right;">FOR OFFICIAL USE ONLY (When filed in)</p>		

Attachment 7

SAMPLE MILITARY FIRST SERGEANT ANNUAL AF FORM 1206

Figure A7.1. Sample Military First Sergeant Annual AF Form 1206.

AWARD 2017 First Sergeant of the Year Award		CATEGORY (If Applicable) N/A	AWARD PERIOD 1 Jan - 31 Dec 16
RANK/NAME OF NOMINEE (First, Middle Initial, Last) MSgt/John E. Doe		MAJCOM, FQA, OR DRU As indicated above	
DAFSC/DUTY TITLE As indicated above	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 225-2222 & COMM: (402)225-2222		
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE As indicated above			
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Col/Jane E. Doe/DSN:			
<p><i>SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)</i></p> <p>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: Describe significant accomplishments and how well the member performed assigned primary and additional duties. Include efforts to lead and produce timely, high quality/quantity mission-oriented results. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impacted the unit and/or the mission. Show how the member developed or improved skills related to primary duties; e.g., formal training, Career Development Course enrollment or completion, On-the-Job Training, and so forth. Include results of Air Force, MAJCOM, and Numbered Air Force-level inspections and/or evaluations. Include awards received; e.g., NCO of the Quarter, Maintenance Professional of the Year, and so forth.</p> <p>WHOLE AIRMAN CONCEPT: Define the scope and impact of the member's effort to promote camaraderie, embrace esprit de corps, and act as an Air Force ambassador, including positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events. Include any off-duty education or other personal development; e.g., class, course, certifications, degree enrollment and/or completion, grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.</p> <p>Note: Mistakes noted from last years packages:</p> <ul style="list-style-type: none"> - Top portion of 1206 incorrect (use the example above) - Heading errors (use the ones provided above) - Headings should always be in upper case (capitalized) - 30 typewritten lines (including headers and headers are to stand alone from the bullets) - Bullets need to begin below headers - Check spacing within bullets and at the beginning of the bullet - Check for misspellings - Be consistent with abbreviations throughout 1206 - Do not list acronyms in the information portion of the 1206 - No Gender Specific - Proper verbiage should be "Airmen" vs males or females 			

